Training Development Team Planning Session
August 12 - 13, 2002

Purpose: To plan the work effort for developing the ED Express Basic and application processing training program.

Desired Outcomes: *By the end of this meeting, we will have:*
- ❑ Reviewed overall training development and delivery process.
- ❑ Completed initial Plan phase documents.
- ❑ Collected information for remaining Training Plan materials.
- ❑ Created agenda for kick-off meeting with team.

Agenda:

What	How	Who	Time
Start Up: – Welcome/ Purpose – Outcomes/ Agenda	• Review the agenda and the desired outcomes • Explain purpose of planning session	• Mark	• 5 min.
Training Process: Overview	• Review Training Development and Delivery Process briefing	• Katie	• 30 min.
Training Process: Detail	• Review Training Process checklist for outline of stages, phases, deliverables, and tasks • Review binder format and contents	• Katie	• 1 hr.
Plan Overview	• Discuss Plan steps (Training Process Checklist) • Review Plan documents in binder, providing context	• Katie	• 1 hr.
Plan: Needs Assessment & Project Plan	Complete initial Plan phase documents: • Review Training Request Form(s) • Create Role Map • Stakeholder analysis & communication plan • Audience analysis • Workplan (identify key dates/deadlines)	• Mark & team leads	• 6 hrs.
Plan: Training Plan	Create draft materials to be completed by team: • Create learning objectives • Identify content scope	• Team leads	• 2 hrs.
Kick-off meeting agenda	Revise agenda for team kick-off meeting, including: • Review (and validate) completed Plan materials • Discuss roles and responsibilities (Role Map) • Finalize learning objectives & content scope • Discuss: logistics, budget, task order	• Mark, Pennie & team leads	• 1 hr.
Next Steps	• Complete task order (align with baseline budget) • ???	• Mark	• 15 min.
Meeting Evaluation	• Review Desired Outcomes • Determine next meeting date/ time • +'s and –'s of this meeting's structure	• Mark	• 5 min.